CALIFORNIA PUBLIC RECORDS ACT **PROCESS FLOW**

Actions Required

- Help determine what the requester is seeking.
- · Provide records or documents.
- Do not create records to respond to requests; provide existing records.
- No open-ended requests or requests for future actions or records.
- Do not refuse the request because it is difficult or time consuming.
- If the request can be answered with a publicly available document, provide link to records or document to customer.
- If the request involves multiple departments or you are unsure what to do with the request send it to the CMO Communications Team.

California Public **Records Act** (CPRA) Request (FOIA)

Department Instructions

- · Requests do not need to be
- May be received via "Ask Stockton, via email, fax, U.S. Mail, courier or delivery service, or verbally.
- **Change the Ask Stockton** topic to "Public Records," forward email or written requests or transfer the call to CMO Communications Team.
- formal or in writing.
- · Log & track request.
- Send request to all departments that may have responsive records.
- Submit an IT Data Extraction Request, if emails are needed.
- Compile records to coordinate the City response.
- Track & respond within required timelines: Gov. Code allows 10 days to respond.
- Under unusual circumstances, response may be extended by 14 days to determine if records exist.
- Unless extended, determine within 10 days if records exist & respond with the date records will be provided to requester.

- If you receive a request, send it to the CMO Communications Team for handling, ASAP.
- If you receive a request seeking records from your department & other departments, forward to the CMO **Communications Team** & begin gathering responsive records.
- Send all potentially responsive records to **CMO Communications** Team, including unredacted/unedited drafts & confidential.
- Let the CMO forward the request to other departments that may have responsive records.
- Compile records, draft responses, send to **CAO** for final review.
- Some larger requests may take months; CMO may release records on a rolling basis (in batches).
- Send complete or partial, timely responses.

City Manager's Office

Legend

- CAO = City Attorney's Office
- CMO = City Manager's Office
- **Communications Team = Connie** Cochran & Allison Aube
- Gov. Code = California Government **Code Sections 6250 - 6270**

